

# Print Specifications and Forms

## VOLUME VI SECTION

# 7

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## Direct Loan Print Specifications

The following documents have been updated:

- Direct PLUS Loan Disclosure Statement
  - Direct Subsidized/Unsubsidized Loan Disclosure Statement.

The following documents may be ordered from  
<http://www.fsapubs.gov/>

- Direct PLUS Loan Master Promissory Notes
- Direct Subsidized/Unsubsidized Loan Master Promissory Notes without data labels
- Direct PLUS Loan Plain Language Disclosure
- Direct Subsidized/Unsubsidized Loan Plain Language Disclosure

### Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications

#### Borrower Information

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications				Borrower Information
Label	Line	Col	Field	Print Instructions
BORROWER INFORMATION---	1		Section Heading	From left to right, print label "BORROWER INFORMATION" succeeded by dashes across page
1. Name and Address	2	1	Data element label	From left to right in column 1, print data element label, "1. Name and Address"
1. Name and Address	5	1	Student Borrower's Last Name, First Name and Middle Initial	From left to right, print the Student Borrower's Last Name, First Name, and Middle Initial. Print a comma and space following Last Name and a space after the First Name. Left justify within the print field.
1. Name and Address	6	1	Student Borrower's Permanent Address OR Student Borrower's Local Address	From left to right, print the Student Borrower's Street Address. Left justify within the print field.
1. Name and Address	7	1	Student Borrower's Permanent City, State, and Zip Code OR Student Borrower's Local City, State, and Zip Code	From left to right, print the Student Borrower's City, Mailing State, and Zip Code. Separate each field with a space and follow city with a comma. Left justify within the print field.
2. Date of Disclosure Statement	2	2	Data element label	From left to right in column 2, print data element label "2. Date of Disclosure Statement"
2. Date of Disclosure Statement	5	2	Date Disclosure Statement is printed.	Print date in MM/DD/CCYY format.
3. Area Code/Telephone Number	7	2	Data element label	From left to right in column 2, print label "3. Area Code/Telephone Number"

3. Area Code/Telephone Number	8	2	Student Borrower's Permanent Telephone Number	Print the Student Borrower's Permanent Telephone Number in 999-9999 format.
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## School Information

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications				School Information
Label	Line	Col	Field	Print Instructions
SCHOOL INFORMATION---	9		Section Heading	From left to right, print section heading "SCHOOL INFORMATION" succeeded by dashes across the page
4. School Name and Address	10	1	Data element label	From left to right in column 1, print data element label "4. School Name and Address"
4. School Name and Address	11	1	School Name	From left to right, print the School Name associated with the Direct Loan School Code on the Origination. Left justify within the print field
4. School Name and Address	12	1	School Address	From left to right, print the School's Street Address. Left justify within the print field
4. School Name and Address	13	1	School Address	From left to right, print the school's city, state, and zip code associated with the Direct Loan School Code above. Separate each field with a space and follow city with a comma. Left justify within the print field
5. School Code/Branch	10	2	Data element label	From left to right in column 2, print data element label "5. School Code/Branch"
5. School Code/Branch	12	2	Direct Loan School Code	Print the Direct Loan School Code on the origination.

## Loan Information

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications				Loan Information
Label	Line	Col	Field	Print Instructions
LOAN INFORMATION—	14		Section Heading	From left to right, print section heading "LOAN INFORMATION" succeeded by dashes across the page.
6. Loan Identification Number(s)	15	1	Data element label	From left to right in column 1, print label "6. Loan Identification Number(s)"
6. Loan Identification Number(s)	16	1	Award ID (Loan ID)	Print the Award ID (Loan ID) of Subsidized loan record in XXXXX9999S14X99999999 format. Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X."
6. Loan Identification Number(s)	17	1	Award ID (Loan ID)	Print the Award ID (Loan ID) of Unsubsidized loan record in XXXXX9999U16X99999999 format. Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X."
7. Loan Period(s)	15	2	Data element label	From left to right in column 2, print data element label "7. Loan Period(s)"
7. Loan Period(s)	16	2	Award Start and End Date (Loan Period Start and End Date)	Print Award Start and End Date (Loan Period Start and End Date) of Subsidized loan record in MM/DD/CCYY – MM/DD/CCYY format.
7. Loan Period(s)	17	2	Award Start and End Date (Loan Period Start and End Date)	Print Award Start and End Date (Loan Period Start and End Date) of Unsubsidized loan record in MM/DD/CCYY – MM/DD/CCYY format.
8. Loan Fee %	15	3	Data element label	From left to right in column 3, print label "8. Loan Fee %"
8. Loan Fee %	16	3	Loan Fee Percentage	Print Loan Fee Rate of Subsidized loan record in 9.999 % format.
8. Loan Fee %	17	3	Loan Fee Percentage	Print Loan Fee Rate of Unsubsidized loan record in 9.999 % format.
-----	18		Section separator	From left to right, print dashes across page to form a separator line.
9. Information about the loan(s) that your school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts below. Your school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts.	19, 20, 21, 22		Text Statement	From left to right, print statements "9. Information about the loan(s) that your school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts below. Your school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts."
	23		Blank line	Insert a blank line

## Chart of Anticipated Disbursements (Direct Subsidized Loan)

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications Chart of Anticipated Disbursements (Direct Subsidized Loan)				
Label	Line	Col	Field	Print Instructions
Direct	24	1	Label	From left to right in column 1, print the label "Direct"
Subsidized	25	1	Label	From left to right in column 1, print the label "Subsidized"
Loan	26	1	Label	From left to right in column 1, print the label "Loan"
Gross Loan Amount	24	2	Column heading	From left to right in column 2, print the label "Gross Loan Amount"
–	24		Minus sign	Print the minus sign "–"
Loan Fee Amount	24	3	Column heading	From left to right in column 3, print the heading "Loan Fee Amount"
+	24		Plus sign	Print the Plus sign "+"
Interest Rebate Amount	24	4	Column heading	From left to right in column 4, print the heading "Interest Rebate Amount"
=	24		Equal sign	Print the equal sign "="
Net Loan Amount	24	5	Column heading	From left to right in column 5, print the heading "Net Loan Amount"
Gross Loan Amount	25	2	Total gross loan amount	Print total anticipated disbursement gross amount of Subsidized loan record in \$99999.99 format
–	25		Minus sign	Print the minus sign "–"
Loan Fee Amount	25	3	Total loan fee amount	Print total anticipated disbursement loan fee amount of Subsidized loan record in \$99999.99 format
+	25		Plus sign	Print the Plus sign "+"
Interest Rebate Amount	25	4	Total interest rebate amount	Print total anticipated disbursement interest rebate amount of Subsidized loan record in \$99999.99 format
=	25		Equal sign	Print the equal sign "="
Net Loan Amount	25	5	Total net loan amount	Print total anticipated disbursement net amount of Subsidized loan record in \$99999.99 format
Your school plans to disburse the Net Loan Amount as follows:	27		Text Statement	From left to right starting in column 2, print statement "Your school plans to disburse the Net Loan Amount as follows:"
	28		Blank line	Insert a blank line
Date	29	2	Column Heading	In column 2, print heading "Date"
Net Disbursement Amount	29	3	Column Heading	In column 3, print heading "Net Disbursement Amount"
Date	29	4	Column Heading	In column 4, print heading "Date"
Net Disbursement Amount	29	5	Column Heading	In column 5, print heading "Net Disbursement Amount"
Date	30	2	1st Anticipated Disbursement Date	Print 1st Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format

## Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications

## Chart of Anticipated Disbursements (Direct Subsidized Loan)

Label	Line	Col	Field	Print Instructions
Net Disbursement Amount	30	3	1st Anticipated Net Disbursement Amount	Print 1st Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	31	2	2nd Anticipated Disbursement Date	Print 2nd Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	31	3	2nd Anticipated Net Disbursement Amount	Print 2nd Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	32	2	3rd Anticipated Disbursement Date	Print 3rd Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	32	3	3rd Anticipated Net Disbursement Amount	Print 3rd Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	33	2	4th Anticipated Disbursement Date	Print 4th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	33	3	4th Anticipated Net Disbursement Amount	Print 4th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	34	2	5th Anticipated Disbursement Date	Print 5th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	34	3	5th Anticipated Net Disbursement Amount	Print 5th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	35	2	6th Anticipated Disbursement Date	Print 6th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	35	3	6th Anticipated Net Disbursement Amount	Print 6th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	36	2	7th Anticipated Disbursement Date	Print 7th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	36	3	7th Anticipated Net Disbursement Amount	Print 7th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	37	2	8th Anticipated Disbursement Date	Print 8th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	37	3	8th Anticipated Net Disbursement Amount	Print 8th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	38	2	9th Anticipated Disbursement Date	Print 9th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	38	3	9th Anticipated Net Disbursement Amount	Print 9th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	39	2	10th Anticipated Disbursement Date	Print 10th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	39	3	10th Anticipated Net Disbursement Amount	Print 10th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	30	4	11th Anticipated Disbursement Date	Print 11th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	30	5	11th Anticipated Net Disbursement Amount	Print 11th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	31	4	12th Anticipated Disbursement Date	Print 12th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format

## Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications

## Chart of Anticipated Disbursements (Direct Subsidized Loan)

Label	Line	Col	Field	Print Instructions
Net Disbursement Amount	31	5	12th Anticipated Net Disbursement Amount	Print 12th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	32	4	13th Anticipated Disbursement Date	Print 13th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	32	5	13th Anticipated Net Disbursement Amount	Print 13th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	33	4	14th Anticipated Disbursement Date	Print 14th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	33	5	14th Anticipated Net Disbursement Amount	Print 14th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	34	4	15th Anticipated Disbursement Date	Print 15th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	34	5	15th Anticipated Net Disbursement Amount	Print 15th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	35	4	16th Anticipated Disbursement Date	Print 16th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	35	5	16th Anticipated Net Disbursement Amount	Print 16th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	36	4	17th Anticipated Disbursement Date	Print 17th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	36	5	17th Anticipated Net Disbursement Amount	Print 17th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	37	4	18th Anticipated Disbursement Date	Print 18th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	37	5	18th Anticipated Net Disbursement Amount	Print 18th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	38	4	19th Anticipated Disbursement Date	Print 19th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	38	5	19th Anticipated Net Disbursement Amount	Print 19th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	39	4	20th Anticipated Disbursement Date	Print 20th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	39	5	20th Anticipated Net Disbursement Amount	Print 20th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
	40		Blank line	Insert a blank line



## Chart of Anticipated Disbursements (Direct Unsubsidized Loan)

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications Chart of Anticipated Disbursements (Direct Unsubsidized Loan)				
Label	Line	Col	Field	Print Instructions
Direct	41	1	Label	From left to right in column 1, print the label "Direct"
Unsubsidized	42	1	Label	Print and left justify the label "Unsubsidized"
Loan	43	1	Label	Print and left justify the label "Loan"
Gross Loan Amount	41	2	Column heading	From left to right in column 2, print the heading "Gross Loan Amount"
–	41		Minus sign	Print the minus sign "–"
Loan Fee Amount	41	3	Column heading	From left to right in column 3, print the heading "Loan Fee Amount"
+	41		Plus sign	Print the Plus sign "+"
Interest Rebate Amount	41	4	Column heading	From left to right in column 4, print the heading "Interest Rebate Amount"
=	41		Equal sign	Print the equal sign "="
Net Disbursement Amount	41	5	Column heading	From left to right in column 5, print the heading "Net Disbursement Amount"
Gross Loan Amount	42	2	Total gross loan amount	Print total anticipated gross loan amount of Unsubsidized loan record in \$99999.99 format
–	42		Minus sign	Print the minus sign "–"
Loan Fee Amount	42	3	Total loan fee amount	Print total anticipated loan fee amount of Unsubsidized loan record in \$99999.99 format
+	42		Plus sign	Print the Plus sign "+"
Interest Rebate Amount	42	4	Total interest rebate amount	Print total anticipated interest rebate amount of Unsubsidized loan record in \$99999.99 format
=	42		Equal sign	Print the equal sign "="
Net Disbursement Amount	42	5	Total net loan amount	Print total anticipated net loan amount of Unsubsidized loan record in \$99999.99 format
Your school plans to disburse the Net Loan Amount as follows:	44		Statement	From left to right starting in column 2, print statement "Your school plans to disburse the Net Loan Amount as follows:"
	45		Blank line	Insert a blank line
Date	46	2	Column heading	In column 2, center heading "Date"
Net Disbursement Amount	46	3	Column heading	In column 3, center heading "Net Disbursement Amount"
Date	46	4	Column heading	In column 4, center heading "Date"
Net Disbursement Amount	46	5	Column heading	In column 5, center heading "Net Disbursement Amount"
Date	47	2	1st Anticipated Disbursement Date	Print 1st Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	47	3	1st Anticipated Net Disbursement Amount	Print 1st Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	48	2	2nd Anticipated Disbursement Date	Print 2nd Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications				
Chart of Anticipated Disbursements (Direct Unsubsidized Loan)				
Label	Line	Col	Field	Print Instructions
Net Disbursement Amount	48	3	2nd Anticipated Net Disbursement Amount	Print 2nd Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	49	2	3rd Anticipated Disbursement Date	Print 3rd Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	49	3	3rd Anticipated Net Disbursement Amount	Print 3rd Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	50	2	4th Anticipated Disbursement Date	Print 4th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	50	3	4th Anticipated Net Disbursement Amount	Print 4th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	51	2	5th Anticipated Disbursement Date	Print 5th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	51	3	5th Anticipated Net Disbursement Amount	Print 5th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	52	2	6th Anticipated Disbursement Date	Print 6th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	52	3	6th Anticipated Net Disbursement Amount	Print 6th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	53	2	7th Anticipated Disbursement Date	Print 7th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	53	3	7th Anticipated Net Disbursement Amount	Print 7th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	54	2	8th Anticipated Disbursement Date	Print 8th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	54	3	8th Anticipated Net Disbursement Amount	Print 8th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	55	2	9th Anticipated Disbursement Date	Print 9th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	55	3	9th Anticipated Net Disbursement Amount	Print 9th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	56	2	10th Anticipated Disbursement Date	Print 10th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	56	3	10th Anticipated Net Disbursement Amount	Print 10th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	47	4	11th Anticipated Disbursement Date	Print 11th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	47	5	11th Anticipated Net Disbursement Amount	Print 11th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	48	4	12th Anticipated Disbursement Date	Print 12th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	48	5	12th Anticipated Net Disbursement Amount	Print 12th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	49	4	13th Anticipated Disbursement Date	Print 13th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format

## Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications

## Chart of Anticipated Disbursements (Direct Unsubsidized Loan)

Label	Line	Col	Field	Print Instructions
Net Disbursement Amount	49	5	13th Anticipated Net Disbursement Amount	Print 13th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	50	4	14th Anticipated Disbursement Date	Print 14th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	50	5	14th Anticipated Net Disbursement Amount	Print 14th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	51	4	15th Anticipated Disbursement Date	Print 15th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	51	5	15th Anticipated Net Disbursement Amount	Print 15th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	52	4	16th Anticipated Disbursement Date	Print 16th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	52	5	16th Anticipated Net Disbursement Amount	Print 16th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	53	4	17th Anticipated Disbursement Date	Print 17th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	53	5	17th Anticipated Net Disbursement Amount	Print 17th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	54	4	18th Anticipated Disbursement Date	Print 18th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	54	5	18th Anticipated Net Disbursement Amount	Print 18th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	55	4	19th Anticipated Disbursement Date	Print 19th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	55	5	19th Anticipated Net Disbursement Amount	Print 19th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	56	4	20th Anticipated Disbursement Date	Print 20th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	56	5	20th Anticipated Net Disbursement Amount	Print 20th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format

The following text **MUST** appear on the back of the Direct Subsidized/Unsubsidized Loan Disclosure Statement:

**Disclosure Statement** (continued)

This Disclosure Statement provides information about the Direct Subsidized Loan and/or Direct Unsubsidized Loan that your school plans to disburse (pay out) by crediting your account at the school, paying you directly, or both. It replaces any Disclosure Statements that you may have received previously for the same loan(s). Keep this Disclosure statement for your records.

Before any money is disbursed, you must have a signed Direct Subsidized Loan/Direct Unsubsidized Loan Master Promissory Note (MPN) on file. The MPN, the Borrower's Rights and Responsibilities statement, and the Plain Language Disclosure explain the terms of your loan(s). If you have any questions about your MPN or this Disclosure Statement, contact your school.

**Item 9** on the front of this Disclosure Statement provides the following information about the amount of each loan that your school plans to disburse to you:

- **Gross Loan Amount** - This is the total amount of the loan that you are borrowing. You will be responsible for repaying this amount.
- **Loan Fee Amount** - This is the amount of the fee that is charged on your loan. It is based on a percentage of your Gross Loan Amount. The percentage is shown in item 8. The Loan Fee Amount will be subtracted from your Gross Loan Amount.
- **Interest Rebate Amount** - This is the amount of an up-front interest rebate that you may receive to encourage the timely repayment of your Direct Loans. If you receive a rebate, the Interest Rebate Amount will be added back after the Loan Fee Amount is subtracted.

To keep an up-front interest rebate that you receive on your loan, you must make all of your first 12 required monthly payments on time (each of your payments must be received no later than 6 days after the due date) when your loan enters repayment. You will lose the rebate if you do not make all of your first 12 required monthly payments on time. This will increase the amount that you must repay.

- **Net Loan Amount** - This is the amount of your loan that remains after the Loan Fee Amount is subtracted and the Interest Rebate Amount is added. The school will disburse the Net Loan Amount to you by crediting your account at the school, paying you directly, or both.

Item 9 shows your school's plan for disbursing your Net Loan Amount to you. The actual disbursement dates and amounts may be different than the dates and amounts that are shown. Your school and your servicer will notify you of the actual disbursement dates and amounts.

Before your loan money is disbursed, you may cancel all or part of your loan(s) at any time by notifying your school. Your school will tell you what loans, if any, you are eligible to receive.

After your loan money is disbursed, there are two ways to cancel all or part of your loan(s):

- If your school obtains your written confirmation of the types and amounts of Title IV loans that you want to receive for an award year before crediting loan money to your account at the school, you may tell the school that you want to cancel all or part of the loan within 14 days after the date the school notifies you of your right to cancel all or part of the loan, or by the first day of the school's payment period, whichever is later (the school can tell you the first day of the payment period). If your school does not obtain your written confirmation of the types and amounts of loans you want to receive before crediting the loan money to your account, you may cancel all or part of the loan by informing the school within 30 days of the date the school notifies you of your right to cancel all or part of the loan. In either case, the school will return the cancelled loan amount to the U.S. Department of Education.

If you ask your school to cancel all or part of your loan(s) outside the timeframes described above, your school may process your cancellation request, but it is not required to do so.

- Within 120 days of the date your school disburses your loan money (by crediting the loan money to your account at the school, by paying it directly to you, or both), you may return all or part of your loan(s) to the U.S. Department of Education. Contact your servicer for guidance on how and where to return your loan money.

You do not have to pay interest or the loan fee on the part of your loan that is cancelled or returned within the timeframes described above, and if you received an up-front interest rebate, the rebate does not apply. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that is cancelled or returned.

Your school will tell you what loans, if any, you are eligible to receive. If you have questions regarding your loan eligibility, the next steps in the processing of your loan, when the loan will be disbursed (paid out), or no longer wish to receive the loan, contact your school's financial aid office.

After the first disbursement of your loan has been made, your loan will be assigned to a loan servicer and you will receive the servicer's name, address and contact information. Your servicer will service, answer questions about, and process payments on your loan after you enter repayment.

## Direct Loan PLUS Disclosure Statement Print Specifications

### Borrower Information

Direct Loan PLUS Disclosure Statement Print Specifications				Borrower Information
Label	Line	Col	Field	Print Instructions
BORROWER INFORMATION---	1		Section Heading	From left to right, print label "BORROWER INFORMATION" succeeded by dashes across page
1. Name and Address	2	1	Data element label	From left to right in column 1, print data element label, "1. Name and Address"
1. Name and Address	5	1	Parent Borrower's Last Name, First Name and Middle Initial	From left to right, print the Parent Borrower's Last Name, First Name, and Middle Initial. Print a comma and space following Last Name and a space after the First Name. Left justify within the print field.
1. Name and Address	6	1	Parent Borrower's Permanent Address	From left to right, print the Parent Borrower's Street Address. Left justify within the print field.
1. Name and Address	7	1	Parent Borrower's Permanent City, State, and Zip Code	From left to right, print the Parent Borrower's City, Mailing State, and Zip Code. Separate each field with a space and follow city with a comma. Left justify within the print field.
2. Date of Disclosure Statement	2	2	Data element label	From left to right in column 2, print data element label "2. Date of Disclosure Statement"
2. Date of Disclosure Statement	5	2	Date Disclosure Statement is printed	Print date in MM/DD/CCYY format.
3. Area Code/Telephone Number	7	2	Data element label	From left to right in column 2, print label "3. Area Code/Telephone Number"
3. Area Code/Telephone Number	8	2	Parent Borrower's Permanent Telephone Number	Print the Parent Borrower's Permanent Telephone Number in (999) 999-9999 format.

## School Information

Direct Loan PLUS Disclosure Statement Print Specifications				School Information
Label	Line	Col	Field	Print Instructions
SCHOOL INFORMATION---	11		Section Heading	From left to right, print section heading "SCHOOL INFORMATION" succeeded by dashes across the page
4. School Name and Address	12	1	Data element label	From left to right in column 1, print data element label "4. School Name and Address"
4. School Name and Address	13	1	School Name	From left to right, print the School Name. Left justify within the print field
4. School Name and Address	14	1	School Address	From left to right, print the School's Street Address. Left justify within the print field
4. School Name and Address	15	1	School Address	From left to right, print the school's city, state, and zip code. Separate each field with a space and follow city with a comma. Left justify within the print field
5. School Code/Branch	12	2	Data element label	From left to right in column 2, print data element label "5. School Code/Branch"
5. School Code/Branch	13	2	Direct Loan School Code	Print the Direct Loan School Code associated with the origination record.

## Student Information

Direct Loan PLUS Disclosure Statement Print Specifications				Student Information
Label	Line	Col	Field	Print Instructions
STUDENT INFORMATION---	16		Section Heading	From left to right, print section heading "STUDENT INFORMATION" succeeded by dashes across the page
6. Student's Name	17	1	Data element label	From left to right in column 1, print data element label "4. Student's Name"
6. Student's Name	18	1	Student's Name	From left to right, print the Student's Last Name, First Name, and Middle Initial. Print a comma and space following Last Name and a space after the First Name. Left justify within the print field.
7. Student's Social Security Number	17	2	Data element label	From left to right in column 2, print data element label "7. Student's Social Security Number"
7. Student's Social Security Number	18	2	Student's Social Security Number	Print Social Security Number in XXX-XX-9999 format Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X."
8. Student's Date of Birth	19	1	Data element label	From left to right in column 1, print data element label "8. Student's Date of Birth"
8. Student's Date of Birth	20	1	Student's Date of Birth	Print date in MM/DD/CCYY format.

## Loan Information

Direct Loan PLUS Disclosure Statement Print Specifications				Loan Information
Label	Line	Col	Field	Print Instructions
LOAN INFORMATION—	22		Section Heading	From left to right, print section heading "LOAN INFORMATION" succeeded by dashes across the page.
9. Loan Identification Number	23	1	Data element label	From left to right in column 1, print label "9. Loan Identification Number"
9.. Loan Identification Number(s)	24	1	Award ID (Loan ID)	Print the Award ID (Loan ID) of PLUS loan in XXXXX9999P17X999999999 format. Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X."
10. Loan Period	23	2	Data element label	From left to right in column 2, print data element label "10. Loan Period"
10. Loan Period	24	2	Loan Period Start and End Date	Print Loan Award Start and End Date (Loan Period Start and End Date) of PLUS record in MM/DD/CCYY – MM/DD/CCYY format.
11. Loan Fee %	23	3	Data element label	From left to right in column 3, print label "11. Loan Fee %"
11. Loan Fee %	24	3	Loan Fee Percentage	Print Loan Fee Rate of PLUS loan record in 9.999 % format.
-----	26		Section separator	From left to right, print dashes across page to form a separator line.
12. Information about the loan that the school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts shown below. The school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts.	27, 28, 29, 30		Text Statement	From left to right, print statements "12. Information about the loan that the school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts shown below. The school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts."
	31		Blank line	Insert a blank line



## Chart of Anticipated Disbursements

Direct Loan PLUS Disclosure Statement Print Specifications				Chart of Anticipated Disbursements
Label	Line	Col	Field	Print Instructions
Direct	32	1	Label	From left to right in column 1, print the label "Direct"
PLUS	33	1	Label	From left to right in column 1, print the label "PLUS"
Loan	34	1	Label	From left to right in column 1, print the label "Loan"
Gross Loan Amount	32	2	Column heading	From left to right in column 2, print the label "Gross Loan Amount"
–	32		Minus sign	Print the minus sign "–"
Loan Fee Amount	32	3	Column heading	From left to right in column 3, print the heading "Loan Fee Amount"
+	32		Plus sign	Print the plus sign "+"
Interest Rebate Amount	32	4	Column heading	From left to right in column 4, print the heading "Interest Rebate Amount"
=	32		Equal sign	Print the equal sign "="
Net Loan Amount	32	5	Column heading	From left to right in column 5, print the heading "Net Loan Amount"
Gross Loan Amount	33	2	Total gross loan amount	Print total gross award amount of PLUS loan record in \$99999.99 format
–	33		Minus sign	Print the minus sign "–"
Loan Fee Amount	33	3	Total loan fee amount	Print total loan fee amount (total loan fee for all anticipated disbursements) of PLUS loan record in \$99999.99 format
+	33		Plus sign	Print the Plus sign "+"
Interest Rebate Amount	33	4	Total interest rebate amount	Print total interest rebate amount (total interest rebate amount for all anticipated disbursements) of PLUS loan record in \$99999.99 format
=	33		Equal sign	Print the equal sign "="
Net Loan Amount	33	5	Total net loan amount	Print total net amount (total net amount for all anticipated disbursements) of PLUS loan record in \$99999.99 format
	34		Blank line	Insert a blank line
The school plans to disburse the Net Loan Amount as follows:	35		Text Statement	From left to right starting in column 2, print statement "Your school plans to disburse the Net Loan Amount as follows:"
	36		Blank line	Insert a blank line
Date	37	2	Column Heading	In column 2, print heading "Date"
Net Disbursement Amount	37	3	Column Heading	In column 3, print heading "Net Disbursement Amount"
Date	38	2	1st Anticipated Disbursement Date	Print 1st Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount	38	3	1st Anticipated Net Disbursement Amount	Print 1st Anticipated Net Disbursement Amount of PLUS loan record in \$99999.99 format

Direct Loan PLUS Disclosure Statement Print Specifications				Chart of Anticipated Disbursements
Label	Line	Col	Field	Print Instructions
Date	39	2	2nd Anticipated Disbursement Date	Print 2nd Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount	39	3	2nd Anticipated Net Disbursement Amount	Print 2nd Anticipated Net Disbursement Amount of PLUS loan record in \$99999.99 format
Date	40	2	3rd Anticipated Disbursement Date	Print 3rd Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount	40	3	3rd Anticipated Net Disbursement Amount	Print 3rd Anticipated Net Disbursement Amount of PLUS loan record in \$99999.99 format
Date	41	2	4th Anticipated Disbursement Date	Print 4th Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount	41	3	4th Anticipated Net Disbursement Amount	Print 4th Anticipated Net Disbursement Amount of PLUS loan record in \$99999.99 format

The following text **MUST** appear on the back of the Direct PLUS Loan Disclosure Statement:

**Disclosure Statement** (continued)

This Disclosure Statement provides information about the Direct PLUS Loan that the school plans to disburse (pay out) by crediting your or the student's account at the school, paying you directly, or both. It replaces any Disclosure Statements that you may have received previously for the same loan. Keep this Disclosure Statement for your records.

Before any money is disbursed, you must have a signed Direct PLUS Loan Application and Master Promissory Note (MPN) on file. The MPN, the Borrower's Rights and Responsibilities Statement, and the Plain Language Disclosure explain the terms of your loan. If you have any questions about your MPN or this Disclosure Statement, contact the school's financial aid office.

Item 12 on the front of this Disclosure Statement provides the following information about the amount of the loan that the school plans to disburse you:

- **Gross Loan Amount** - This is the total amount of the loan that you are borrowing. You will be responsible for repaying this amount.
- **Loan Fee Amount** - This is the amount of the fee that we charge on your loan. It is based on a percentage of your Gross Loan Amount. The percentage is shown in item 11. The Loan Fee Amount will be subtracted from your Gross Loan Amount.
- **Interest Rebate Amount** - This is the amount of an up-front interest rebate that you may receive as part of a program to encourage the timely repayment of Direct Loans. If you receive a rebate, the Interest Rebate Amount will be added back after the Loan Fee Amount is subtracted.

To keep an up-front interest rebate that you receive on your loan, you must make all of your first 12 required monthly payments on time (we must receive each payment no later than 6 days after the due date) when your loan enters repayment. You will lose the rebate if you do not make all of your first 12 required monthly payments on time. This will increase the amount that you must repay.

- **Net Loan Amount** - This is the amount of your loan money that remains after the Loan Fee Amount is subtracted and the Interest Rebate Amount is added. The school will disburse the Net Loan Amount to you by crediting your or the student's account at the school, paying you directly, or both.

Item 12 shows the school's plan for disbursing your Net Loan Amount to you. The actual disbursement dates and amounts may be different than the dates and amounts that are shown. The school and your servicer will notify you of the actual disbursement dates and amounts.

Before your loan money is disbursed, you may cancel all or part of your loan at any time by notifying the school.

After your loan money is disbursed, there are two ways to cancel all or part of your loan:

- If the school obtains your written confirmation of the types and amounts of Title IV loans that you want to receive for an award year before crediting loan money to your or the student's account at the school, you may tell the school that you want to cancel all or part of the loan within 14 days after the date the school notifies you of your right to cancel all or part of the loan, or by the first day of the school's payment period, whichever is later (the school can tell you the first day of the payment period). If the school does not obtain your written confirmation of the types and amounts of loans you want to receive before crediting the loan money to your or the student's account, you may cancel all or part of the loan by informing the school within 30 days of the date the school notifies you of your right to cancel all or part of the loan. In either case, the school will return the cancelled loan amount to us.

If you ask the school to cancel all or part of your loan outside the timeframes described above, the school may process your cancellation request, but it is not required to do so.

- Within 120 days of the date the school disburses your loan money (by crediting the loan money to your or the student's account at the school, by paying it directly to you, or both), you may return all or part of your loan to us.

Contact your servicer for guidance on how and where to return your loan money.

You do not have to pay interest or the loan fee on the part of your loan that is cancelled or returned within the timeframes described above, and if you received an up-front interest rebate, the rebate does not apply. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that is cancelled or returned.

Your school will tell you what loans, if any, you are eligible to receive. If you have questions regarding your loan eligibility, the next steps in the processing of your loan, when the loan will be disbursed (paid out), or no longer wish to receive the loan, contact your school's financial aid office.

After the first disbursement of your loan has been made, your loan will be assigned to a loan servicer and you will be provided with the servicer's name, address and contact information. Your servicer will service, answer questions about, and process payments on your loan after you enter repayment.

## Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN) Print Specifications

The Subsidized/Unsubsidized Master Promissory Note (MPN) has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple subsidized and unsubsidized loans.

The complete MPN, including all sections, must be provided to the borrower.

The following specifications are for printing the data element labels and variable data on the Subsidized/Unsubsidized MPN pre-printed form without labels available from <http://www.fsapubs.gov/>. Line 1 starts 1 7/8th inch from the top of the pre-printed form without labels. The line gauge is 6 lines per inch.

### Borrower Information

Direct Subsidized/Unsubsidized Loan MPN Print Specifications			Borrower Information
Label	Line	Field	Print Instructions
SECTION A: BORROWER INFORMATION	1	Label	Print statement "SECTION A: BORROWER INFORMATION" Left Justified, Italicized
READ THE INSTRUCTIONS IN SECTION F BEFORE COMPLETING THIS SECTION	1	Label	Print statement "READ THE INSTRUCTIONS IN SECTION F BEFORE COMPLETING THIS SECTION" Left Justified, Italicized
1. Driver's License State and No.	2	Student Borrower's Driver's License State and Number	From left to right, print Student Borrower's Driver's License State and Number separating them by a dash on <b>line 3</b>
2. Social Security No.	2	Student Borrower's SSN	Print the Student Borrower's SSN in 999-99-9999 format on <b>line 4</b>
3. E-mail Address (optional)	4	Student Borrower's Current E-mail Address	From left to right, print the Student Borrower's E-mail address on <b>line 5</b>
4. Name and Permanent Address (see instructions)	6	Student Borrower's Last Name, First Name, Middle Initial	From left to right, print the Student Borrower's Last Name, First Name, and Middle Initial on <b>line 8</b> Print a comma and space following the Last Name and a space after the First Name Following the Middle Initial, print the label: <- Last, First, M.I.
4. Name and Address (continued)	6	Student Borrower's Permanent Address OR Student Borrower's Local Address	From left to right, print the Student Borrower's Street Address on <b>line 9</b>
4. Name and Address (continued)	6	Student Borrower's Permanent City, State, and Zip Code OR Student Borrower's Local City, State, and Zip Code	From left to right, print the Student Borrower's City, Mailing State, and Zip Code on <b>line 10</b> Separate each field with a space and follow city with a comma
5. Date of Birth	7	Student Borrower's Date of Birth	Print in MM/DD/YYYY format on <b>line 7</b>
6. Telephone No.	8	Student Borrower's Permanent Telephone Number	Print in 999-9999 format on <b>line 9</b>

## School Information

Direct Subsidized/Unsubsidized Loan MPN Print Specifications			School Information
Label	Line	Field	Print Instructions
SECTION B: SCHOOL INFORMATION	18	Label	Print statement "SECTION B: SCHOOL INFORMATION" Left Justified, Italicized
8. School Name and Address	19	School Name	From left to right, print the School Name associated with the DL school code on the record on <b>line 20</b>
8. School Name and Address (continued)	19	School Address	From left to right, print the School's Street Address associated with the DL school code on <b>line 21</b>
8. School Name and Address (continued)	19	School's City, State, and Zip Code	From left to right, print the School's City, State and Zip Code on <b>line 22</b> Separate each field with a space and follow city with a comma
9. School Code/Branch	19	Direct Loan School Code	Print the Direct Loan School Code on the Loan Record on <b>line 20</b>
10. Identification No.	19	Master Promissory Note ID	Print in 999999999-M-99-99999-9-99 format on <b>line 20</b>

## Direct Subsidized/Unsubsidized Loan MPN Sample

A sample Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN) may be accessed via the following web site:

<http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html>

## Direct PLUS Loan Master Promissory Note (MPN) Print Specifications

The PLUS Master Promissory Note (MPN) has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple PLUS loans.

The complete MPN, including all sections, must be provided to the borrower.

The following specifications are for printing the data element labels available from <http://www.fsapubs.gov/> and variable data on the PLUS MPN pre-printed form without labels. Line 1 starts 1 1/4th inch from the top of the pre-printed form without labels. The line gauge is 6 lines per inch.

## Borrower Information

Direct PLUS Loan MPN Print Specifications			Borrower Information
Label	Line	Field	Print Instructions
SECTION A: BORROWER INFORMATION – TO BE COMPLETED BY ALL BORROWERS	1	Label	Print statement "SECTION A: BORROWER INFORMATION – TO BE COMPLETED BY ALL BORROWERS" Left justified, italicize
Check one - I am a:	2	Label	Print statement "I am a Parent of a Dependent Undergraduate Student" Left justified

Direct PLUS Loan MPN Print Specifications			Borrower Information
Label	Line	Field	Print Instructions
1. Driver's License State and No.	3	Parent Borrower's Driver's License State and Number	From left to right, print Parent Borrower's Driver's License State and Number separating them by a dash on <b>line 4</b>
2. Social Security No.	3	Parent Borrower's SSN	Print the Parent Borrower's SSN in 999-99-9999 format on <b>line 4</b>
3. Date of Birth	3	Parent Borrower's Date of Birth	Print in MM/DD/YYYY format on <b>line 4</b>
4. E-mail Address (optional)	5	Parent Borrower's Current E-mail Address	From left to right, print the Parent Borrower's E-mail address on <b>line 5</b>
5. Name and Permanent Address	6	Parent Borrower's Last Name, First Name, Middle Initial	From left to right, print the Parent Borrower's Last Name, First Name, and Middle Initial on <b>line 9</b>
(last, first, middle initial)	7		
(street), (city, state, zip code)	8		From left to right, print the Parent Borrower's Street Address on <b>line 10</b>  From left to right, print the Parent Borrower's City, Mailing State, and Zip Code on <b>line 11</b> Separate each field with a space and follow city with a comma
6. Telephone No.	6	Parent Borrower's Permanent Telephone Number	Print in 999-9999 format on <b>line 7</b>
7. Citizenship Status (parent borrowers only)	8	Parent Borrower's Citizenship	
1 [ ] U.S. Citizen or National	9		If 1, print X in the bracketed [ ] box
2 [ ] Permanent Resident/Other Eligible Non-Citizen	10		If 2, print X in the bracketed [ ] box
If (2), Alien Registration No.	11		If 2, print Alien Registration Number field in 999999999 format

## School Information

Direct Subsidized/Unsubsidized Loan Print Specifications			School Information
Label	Line	Field	Print Instructions
SECTION B: SCHOOL INFORMATION – TO BE COMPLETED BY THE SCHOOL	20		Print statement "SECTION B: SCHOOL INFORMATION – TO BE COMPLETED BY THE SCHOOL" Left Justify, italicize
11. School Name and Address	21	School Name	From left to right, print the School Name associated with the DL school code on the record on <b>line 22</b>
		School Address, City, State, and Zip Code	From left to right, print the School's Street Address, City, State and Zip Code associated with the DL school code on <b>line 23</b> Separate each field with a space and follow city with a comma
12. School Code/Branch	21	Direct Loan School Code	Print the Direct Loan School Code on the Loan Record on <b>line 22</b>
13. Identification No.	21	Master Promissory Note ID	Print in 999999999-N-99-99999-9-99 format on <b>line 22</b>



## Dependent Undergraduate Student Information

Direct Subsidized/Unsubsidized Loan Print Specifications			Dependent Undergraduate Student Information
Label	Line	Field	Print Instructions
SECTION C: DEPENDENT UNDERGRADUATE STUDENT INFORMATION – PARENT BORROWERS ONLY	24		Print statement "SECTION C: DEPENDENT UNDERGRADUATE STUDENT INFORMATION – PARENT BORROWERS ONLY" Left justify, italicize
14. Student's Name (last, first, middle initial)	25	Student Borrower's Last, name, First Name, Middle Initial	From left to right, print the Student's Borrower's Last Name, First Name, and Middle Initial on <b>line 26</b> Print a comma and space following the Last Name and a space after the First Name
15. Social Security No.	25	Student Borrower's SSN	Print the Student Borrower's SSN in 999-99-9999 format on <b>line 26</b>
16. Date of Birth	25	Student Borrower's Date of Birth	Print in MM/DD/YYYY format on <b>line 26</b>

## Direct PLUS Loan MPN Sample

A sample Direct PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site:

<http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html>

## Graduate Student Borrowers - Direct PLUS Loan Master Promissory Note (MPN) Print Specifications

The PLUS Master Promissory Note (MPN) for graduate student borrowers has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple Grad PLUS loans.

The same MPN form is used for both parent PLUS and Grad PLUS loans. The complete MPN, including all sections, must be provided to the borrower.

The following specifications are for printing the data element labels and variable data on the Grad PLUS MPN pre-printed form without labels. Line 1 starts 1 1/4th inch from the top of the pre-printed form without labels. The line gauge is 6 lines per inch.

## Borrower Information

Direct PLUS Loan for Graduate Student Borrowers MPN Print Specifications			Borrower Information
Label	Line	Field	Print Instructions
SECTION A: BORROWER INFORMATION – TO BE COMPLETED BY ALL BORROWERS	1		Left justify, italicize
Check one - I am a Graduate or Professional Student	2		Left justify
1. Driver's License State and No.	3	Borrower's Driver's License State and Number	From left to right, print Borrower's Driver's License State and Number separating them by a dash on <b>line 4</b>
2. Social Security No.	3	Borrower's SSN	Print the Borrower's SSN in 999-99-9999 format on <b>line 4</b>
3. Date of Birth	3	Borrower's Date of Birth	Print in MM/DD/YYYY format on <b>line 4</b>
4. E-mail Address (optional)	5	Borrower's Current E-mail Address	From left to right, print the Borrower's E-mail address on <b>line 5</b>
5. Name and Permanent Address	6	Borrower's Last Name, First Name, Middle Initial	From left to right, print the Borrower's Last Name, First Name, and Middle Initial on <b>line 9</b>
(last, first, middle initial)	7		
(street), (city, state, zip code)	8		From left to right, print the Borrower's Street Address on <b>line 10</b>  From left to right, print the Borrower's City, Mailing State, and Zip Code on <b>line 11</b> Separate each field with a space and follow city with a comma
6. Area Code/Telephone No.	6	Borrower's Permanent Telephone Number	Print in (999) 999-9999 format on <b>line 7</b>
7. Citizenship Status (parent borrowers only)	8		Print label as is.
1 [ ] U.S. Citizen or National	9		Print label as is.
2 [ ] Permanent Resident/Other Eligible Non-Citizen	10		Print label as is.
If (2), Alien Registration No.	11		Print label as is.

## School Information

Direct PLUS Loan for Graduate Student Borrowers MPN Print Specifications			School Information
Label	Line	Field	Print Instructions
SECTION B: SCHOOL INFORMATION – TO BE COMPLETED BY THE SCHOOL	20		Left Justify, italicize
11. School Name and Address	21	School Name	From left to right, print the School Name associated with the DL school code on the record on <b>line 22</b>
		School Address, City, State, and Zip Code	From left to right, print the School's Street Address, City, State and Zip Code associated with the DL school code on <b>line 23</b> Separate each field with a space and follow city with a comma
12. School Code/Branch	21	Direct Loan School Code	Print the Direct Loan School Code on the Loan Record on <b>line 22</b>
13. Identification No.	21	Master Promissory Note ID	Print in 999999999-N-99-99999-9-99 format on <b>line 22</b>

## Dependent Undergraduate Student Information

Direct PLUS Loan for Graduate Student Borrowers MPN Print Specifications			Dependent Undergraduate Student Information
Label	Line	Field	Print Instructions
SECTION C: DEPENDENT UNDERGRADUATE STUDENT INFORMATION – PARENT BORROWERS ONLY	24		Left justify, italicize
14. Student's Name (last, first, middle initial)	25		Print label as is.
15. Social Security No.	25		Print label as is.
16. Date of Birth	25		Print label as is.

## Direct PLUS Loan MPN Sample

A sample Direct PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site:

<http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html>

## Direct Loan Forms

### *Creating Master Promissory Note Paper Manifests*

All promissory notes must be mailed and accepted by COD before the loans are booked. The hard copy promissory notes must be accompanied by a paper manifest that lists the borrower's name and MPN ID for each promissory note in the shipment. Also, the paper manifest provides a certification to be signed by an official at the school. A sample Direct Subsidized/Unsubsidized Loan MPN Paper Manifest, a sample Grad PLUS Loan MPN Paper Manifest, and a sample Direct PLUS Loan MPN Paper Manifest are provided below.

### Business Rules

1. Subsidized/Unsubsidized MPNs, Grad PLUS MPNs and PLUS MPNs must be batched separately and a separate paper manifest created for each batch.
2. Additionally, separate batches and manifests must be created for each DL school code.
3. Each batch may contain up to 100 notes.
4. After processing, the manifest is returned to the school address on the promissory note unless the school indicates another address on the manifest.
5. The Report Date (in MM/DD/YYYY format) and the Report Time (in HH:MM:SS format) indicate when the manifest was produced.
6. A page number starting with 1, incremented by 1 for each subsequent page printed, is included on each page of the manifest.
7. Records are printed in the last name alphabetical order, or numerical borrower ID order. The borrower's name is printed in last name, first name, and middle initial order. The Loan ID associated with borrower's name is printed.
8. The number of notes for shipping indicates the number of promissory notes covered by the paper manifest. It is only printed on the final page of the paper manifest.
9. The certification statement, DL school code, school name, signature block, and Financial Aid Administrator (FAA) name are only printed on the last page.

## Sample Subsidized/Unsubsidized MPN Paper Manifest

Report Date: MM/DD/YYYY      U.S. DEPARTMENT OF EDUCATION      PAGE: 1  
 Report Time: HH:MM:SS      Federal Direct Loan Program  
                                  Sub/Unsub Manifest  
                                  (ALL RECORDS)      Sort: SSN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

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PROMISSORY NOTE SHIPPING DOCUMENT ID: YYYY-MM-DDTHH:MM:SS.FF00100200

BORROWER'S NAME	MPN ID
STUDENT'S CURRENT SSN	
-----	-----
X'XXXXX, XXXXX X. 999-99-9999	999999999M99G99999999
XXXXXXXXXXXXX, XXXXX 111-11-1111	999999999M99G99999999

NUMBER OF NOTES FOR SHIPPING: \_\_\_\_\_

I hereby certify that each borrower named on the enclosed notes/disclosures is accepted for enrollment on at least a half-time basis and is making satisfactory progress in a program that is eligible for the loan type(s) awarded. I certify that each student is an eligible borrower in accordance with the Act. I further certify that each borrower's eligibility for a Pell Grant has been determined, that each borrower is not incarcerated, and that each borrower has been determined eligible for loan(s) in the amount(s) certified. I further certify that the disbursement schedules comply with the requirements of the Act and hereby authorize the Department of Education to adjust disbursement dates if necessary to ensure compliance with the Act. I further certify that, based on records available and due inquiry, each borrower has met the requirements of the Selective Service Act, that each borrower is not liable for an overpayment of any Federal grant made under the Act, and that the information provided in the Borrower and the School sections of the promissory notes/disclosures (including information supplied in electronic format) is true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE: G99999 NAME: XXXXXXXXXXXXXXXXXXXXXXXX

SIGNATURE: \_\_\_\_\_

FAA NAME: XXXXXXXXXXXXXXXXXXXXXXXX

## Sample PLUS MPN Paper Manifest

Report Date: MM/DD/YYYY      U.S. DEPARTMENT OF EDUCATION      PAGE: 1  
 Report Time: HH:MM:SS      Federal Direct Loan Program  
                                  PLUS Manifest  
                                  (ALL RECORDS)      Sort: SSN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

\*\*\*\*\*

PROMISSORY NOTE SHIPPING DOCUMENT ID: YYYY-MM-DDTHH:MM:SS.FF99999999

BORROWER'S NAME	MPN ID
STUDENT'S NAME	
STUDENT'S CURRENT SSN	
-----	-----
XXXXXXXXXX, XXXX	999999999N99G99999999
XXXXXXXXXX, XXXXX X.	
999-99-9999	
XXXXXXXXXX, XXXXXX	999999999N99G99999999
XXXXXXXXXX, XXXXXXXX	
999-99-9998	

NUMBER OF NOTES FOR SHIPPING: \_\_\_\_\_

I hereby certify that each student named on the enclosed applications/promissory notes is accepted for enrollment on at least a half-time basis and is making satisfactory progress in a program that is eligible for the loan type certified. I certify that each borrower is an eligible borrower in accordance with the Act and has been determined eligible for a loan in the amount certified. I further certify that the disbursement schedules comply with the requirements of the Act and hereby authorize the Department of Education to adjust disbursement dates if necessary to ensure compliance with the Act. I further certify that, based on records available and due inquiry, each student has met the requirements of the Selective Service Act, that each student is not liable for an overpayment of any Federal grant made under the Act, and that the information provided in the Borrower, Student and School sections of the applications/promissory notes (including information supplied in electronic format) is true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE: G99999 NAME: EDUCATION ACADEMY

SIGNATURE: \_\_\_\_\_

FAA NAME: AUTHORIZED LOAN OFFICIAL

## Sample Grad PLUS MPN Paper Manifest

Report Date: 04/25/2016 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 09:30:30 Federal Direct Loan Program - 2016-2017  
 Graduate/Professional PLUS Manifest

Sort: SSN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

\*\*\*\*\*

MPN MANIFEST SHIPPING DOCUMENT ID: 2016-04-25T09:30:30.4220755745

BORROWER'S NAME	MPN ID
BORROWER'S CURRENT SSN	
-----	-----
XXXXXX, XXXXX	313131313N17G30107001
313-13-1313	

NUMBER OF MPNs FOR SHIPPING: \_\_\_\_\_

I hereby certify that each borrower named on the enclosed MPN/disclosures is accepted for enrollment on at least a half-time basis and is making satisfactory progress in a program that is eligible for the loan type awarded. I certify that each student is an eligible borrower in accordance with the Act. I further certify that each borrower's eligibility for the maximum annual Direct Subsidized and/or Unsubsidized loan amount has been determined, that each borrower is not incarcerated, and that each borrower has been determined eligible for loan(s) in the amount(s) certified. I further certify that the disbursement schedules comply with the requirements of the Act and hereby authorize the Department of Education to adjust disbursement dates if necessary to ensure compliance with the Act. I further certify that, based on records available and due inquiry, each borrower has met the requirements of the Selective Service Act, that each borrower is not liable for an overpayment of any Federal grant made under the Act, and that the information provided in the Borrower and the School sections of the MPNs/disclosures (including information supplied in electronic format) is true, complete and accurate to the best of my knowledge and belief.

DL CODE: G30107 NAME: EDUCATION ACADEMY

SIGNATURE: \_\_\_\_\_

FAA NAME: AUTHORIZED LOAN OFFICIAL

## Pell Grant Print Specifications

### ESOA Print Specifications

The Electronic Statement of Account (ESOA) details an institution's spending authorization and amount expended to date.

The ESOA report contains:

- Header - see Sample Output Document for correct header information
- Summary Information – see the following ESOA Print (Summary Information) table
- Detail Information – see the ESOA Detail Information table that follows the ESOA Print (Summary Information) table

### Summary Information

This table of print specifications is used in EDExpress Software and is provided as an example:

ESOA Print Specifications		Summary Information
Row	Field Name in EDExpress	Printing Instructions
1		Print a blank row.
2	Pell School Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
3	Entity ID	Print the value for this field as defined on the Pell ESOA database table for the specified school.
4	School Name	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
5	State	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
6	Grantee Duns Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
7	GAPS Award Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
8		Print a blank row.
9	Transaction Date	Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format.
10		Print a blank row.
11	Previous Pell Grant Obligation	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
12	Current Pell Grant Obligation	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
13	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Obligation Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
14		Print a blank row.
15	Previous Pell Grant Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.



ESOA Print Specifications		Summary Information
Row	Field Name in EDExpress	Printing Instructions
16	Current Pell Grant Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
17	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Payment Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
18		Print a blank row.
19	GAPS Drawdowns/Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
20	Date of Last Activity in GAPS	Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format.
21		Print a blank row.
22	YTD Total Unduplicated Recipients	Print the value for this field as defined on the Pell ESOA database table for the specified school. Insert ','s if number is over 999. If spaces, leave blank.
23	YTD Pell Accepted and Posted Disbursement Amount	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
24	YTD Administrative Cost Allowance	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
25		Print a blank row.
26	As of Document ID/Batch ID	Print the value for this field as defined on the Pell ESOA Summary database table for the specified school. Print format for Document ID is : CCYY-MM-DDTHH:MM:SS:FF99999999 where CCYY-MM-DD = date document created T = constant HH:mm:ss.ff = time document created 99999999 = Entity ID of Reporting School
27		Print a blank row.
28		Print a blank row.
29	Payments apply only to "Obligate/Pay" accounts.	Print Section A Notation as stated below: Section A values apply to "Obligate only" accounts

## Detail Information

If the user selects the option to print ESOA detail information, then print page 2 of the ESOA report using the printing specifications detailed below. Information for page 2 should print in descending order of the Document ID.

ESOA Print Specifications			Detail Information
Label	Line	Field	Print Instructions
1	N/A	Blank Line	Print a blank line.
2	N/A	ESOA Detail Document Information	Print the literal section label: 'ESOA DETAIL DOCUMENT INFORMATION'.
3	N/A	Blank Line	Print a blank line.
4-5	1	Transaction Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.
4-5	2	Adjust Amount	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Reformat dollar amount. If the DEBITCREDITFLAG on the ESOA Detail table is "P", print a "+" after the amount; if the flag is "N", print a "-" after the amount.
4-5	3	Adjust Process Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.
5	4, Line 1	Document/Batch #ID	Print the value for this field as defined on the Pell ESOA detail database table for the specified school.

## Sample ESOA Output Document

The output document should print in Courier 10. See below for more detail.

### Sample ESOA – Summary Information

```

Report Date: MM/DD/CCYY      U.S. Department of Education      PAGE:  1
Report Time:   HH:MM:SS 2016-2017 FEDERAL PELL GRANT PROGRAM
                  ELECTRONIC STATEMENT OF ACCOUNT
*****

PELL SCHOOL NUMBER              001005
COMMON SCHOOL IDENTIFIER        12345678
SCHOOL NAME                     ALABAMA STATE UNIVERSITY
STATE                           AL
GRANTEE DUNS NUMBER             040672685
GAPS AWARD NUMBER               P063P   20041031

Transaction Date                MM/DD/CCYY

Previous Pell Grant Obligation   $999,999,999.99
Current Pell Grant Obligation    $999,999,999.99
Adjustment (Increase + or Decrease -) $999,999,999.99+

Previous Pell Grant Payments     $999,999,999.99
Current Pell Grant Payments      $999,999,999.99
Adjustment (Increase +)         $999,999,999.99+

GAPS Drawdowns/Payments         $999,999,999.99
Date of Last Activity in GAPS    MM/DD/CCYY

YTD Total Unduplicated Recipients      999,999
YTD Pell Accepted and Posted Disbursement Amount $999,999,999.99
YTD Administrative Cost Allowance      $999,999,999.99

As of Document ID/Batch ID          2016-12-31T06:12:34.459999999999

Payments apply only to "Obligate/Pay" accounts.

```

*Sample ESOA – Detailed Information*

Report Date: MM/DD/CCYY      U.S. Department of Education      PAGE: 2  
 Report Time:    HH:MM:SS 2016-2017 FEDERAL PELL GRANT PROGRAM  
 ELECTRONIC STATEMENT OF ACCOUNT

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## ESOA DETAIL DOCUMENT INFORMATION

TRANSACTION DATE -----	ADJUST AMOUNT -----	ADJUST PROCESS DATE -----	DOCUMENT/BATCH ID -----
MM/DD/CCYY	\$999,999,999.99-	MM/DD/CCYY	2016-12-31T06:12:34.4599999999
MM/DD/CCYY	\$999,999,999.99+	MM/DD/CCYY	2016-12-31T06:12:34.4699999999
MM/DD/CCYY	\$999,999,999.99-	MM/DD/CCYY	2016-12-31T06:12:34.4799999999
MM/DD/CCYY	\$999,999,999.99+	MM/DD/CCYY	2016-12-31T06:12:34.4899999999
MM/DD/CCYY	\$999,999,999.99-	MM/DD/CCYY	2016-12-31T06:12:34.4999999999
MM/DD/CCYY	\$999,999,999.99+	MM/DD/CCYY	2016-12-31T06:12:34.5099999999
MM/DD/CCYY	\$999,999,999.99-	MM/DD/CCYY	2016-12-31T06:12:34.5199999999